

Custodian– Job Description

Daily:

Check & empty trash cans

Check rest rooms:

(Sweep, mop, clean commode, sink & mirror three times a week).

Keep paper products stocked (toilet paper, paper towels)

As Needed:

Vacuum & mop ministers' office, office, foyer

Sweep & mop stairs & hall

Clean windows

Keep kitchen counter & all tables clean

Periodically check lights (replace any bulbs that have blown)

Description by Room

Ministers & main office:

Vacuum & dust regularly

Check high corners for cobwebs

Lounge:

Vacuum (carpet, couches, chairs)

Dust (tables, lamps)

Check high corners for cobwebs

Dining Room:

Keep chairs neatly stacked

Sweep after each use

Mop with Super-shine-All (or equivalent)

Apply wax (as needed) to high traffic areas

Buff floor about once every two weeks

Kitchen:

Mop after each use

Use liquid cleanser for sinks

Keep garbage cans clean (wash out when needed)

Arthur Room & Library:

Vacuum carpet

Sweep & mop when needed

Freeman Room & Nursery:

Vacuum & mop once a week

Sanctuary:

Vacuum every week

Mop entrance

Dust table in entrance

Watch for cobwebs (particularly near organ)

Ordering supplies:

Supplies are order from DeSantis Janitorial Supply.

Orders should be place at least one week before needed.

Give item name, number, quantity, etc... to church secretary to be ordered.

Put all items away when shipment arrives.

Repairs:

Consult Properties Chair concerning any repairs.

Larger Jobs:

These jobs may be done when time allows

Clean all windows inside & out (Parish House & Sanctuary)

Wash all kitchen cupboard doors

Wash folding chairs

Scrub risers on stairs

Remove and wash light covers; (the ones on the porch are particularly dirty)

Dust shutters (lounge & church)

Dust/clean ceiling fans (parish house)